



MEMORANDUM

The Department of Community Planning & Development

Planning Division

455-3900

To: Planning Commission
From: Tom Martin, AICP, City Planner
Subj: Election of 2004 Officers
Date: January 14, 2004

Section 15.2-2217 of the Code of Virginia requires that “the local planning commission shall elect from the appointed members a chairman and a vice-chairman, whose terms shall be for one year. If authorized by the governing body the commission may (i) create and fill such other offices as it deems necessary; (ii) appoint such employees and staff as it deems necessary for its work; and (iii) contract with consultants for such services as it requires. The expenditures of the commission, exclusive of gifts or grants, shall be within the amounts appropriated for such purpose by the governing body”.

The Bylaws and Rules of Procedure for the Planning Commission state that “the Officers of the Commission shall consist of a Chairperson, Vice-Chairperson and Secretary. The Chairperson and Vice-Chairperson must be voting members of the Commission and the Secretary shall be City employee.”

The duties of the Chairperson are to:

- a. Preside at all meetings
- b. Appoint committees
- c. Rule on procedural questions
- d. Report official communications referencing positive and negative opinions
- e. Certify official documents involving the authority of the commission

The duties of the Vice-Chairperson are to:

- a. Assume the full powers of the Chairperson in the absence or inability of the Chairperson to act
- b. Carry out other duties assigned by the Commission

The duties of the Secretary are to:

- a. Ensure that attendance is recorded at all meetings
- b. Ensure the minutes of all Commission meetings are recorded
- c. Notify members of all meetings
- d. Prepare agendas for all meetings
- e. Maintain files of all official Commission records and reports
- f. Give notice of all Commission meetings, public hearings and public meetings
- g. Provide to the City Council reports and recommendations of the Commission
- h. Attend to the correspondence for the execution of the duties and functions of the Commission

At the Planning Commission meeting, I will be asking for nominations from the floor for a Chairperson and Vice-Chairperson. Election of the officers will follow immediately and the candidate receiving a majority vote shall be declared elected. The terms of the elected officers shall be for one year. Since the Secretary is required to be a City employee, I recommend that as the City Planner, I continue to serve in this position.

If you have questions regarding this matter, please do not hesitate to contact me.